

Memorandum

DATE: January 17, 2008

TO: Mayor and Council

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 4th Quarter 2007

What follows is the fourth quarter 2007 update to the City Council work plan for 2007-2008.

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 and identify trail improvements throughout the City including trail connectors in both
 parks and on surface streets.

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Implement Small Business Assistance Plan

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Initiate Right-of-Way Acquisition

The project's right-of-way consultant, Universal Field Services, was approved by Council on September 10, 2007, and they have been working on acquisition policies and procedures. They have also started discussions with property owners and have completed the required project relocation plan.

City Council Goal 5: Develop a comprehensive housing strategy

Finalize Alternative Strategies/Complete Draft Plan

During the fourth quarter of 2007, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) met bi-weekly in September and October, then once in November. In October, the CAC shared its draft findings, conclusions and strategies with the public in a well-attended open house on October 9, 2007. The Committee subsequently reviewed its recommendations at its October 23rd meeting, and then offered staff direction for report development. The CAC reviewed the draft report at its November meeting and provided additional direction to staff to revise the draft. At their January 2, 2008 meeting, the CAC will meet again and is scheduled to adopt the final report for transmission to the Council.

Review and Adopt Final Strategies

The City Council will review the Committee's final report at their February 19, 2008 Council meeting.

City Council Goal 6: Create an "environmentally sustainable community"

Develop an Environmental Sustainability Strategy

The City of Shoreline Environmental Sustainability Strategy is close to completion. Key accomplishments during the fourth quarter include:

- Two Community Conversations were hosted for public input on October 11th and November 14th. Draft goals, indicators to track progress, recommended actions and decision making tools were presented and discussed with approximately 30 community members. The comments gathered at these meetings will be incorporated into the Proposed Environmental Sustainability Strategy scheduled for Council and public review in mid-March.
- The following is a summary of work this quarter and documents created by AHBL and reviewed by staff:
 - 1) *Community Conversations:* Presentation materials for the community conversations were provided to Council following the public meetings and are available on the City's Goal 6 webpage together with a summary of public input received.
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- Next steps City staff and the consultant team will present the key elements of the proposed environmental sustainability strategy to City Council in January to check in with Council on the shape and direction identified for the strategy. Following this presentation the Council's comments, Community Conversation input and work to date will be integrated into a cohesive Environmental Sustainability Strategy for review and adoption by May 2008.

Complete Urban Forestry Assessment

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Since the contract was signed in late 2006, SUN has collected data in the field and from existing GIS maps to produce a GIS layer that delineates existing habitat types throughout each of the four parks. Over the summer 2007, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN analyzed the data and incorporated that data into a report that documents their findings, including management recommendations developed for each of the four areas surveyed. SUN will present their findings in a final council presentation in February/March 2008.

Develop Options for a Green Street Demonstration Project

The Public Works Department is in the planning stage for a project in 2008. A consultant has been hired to develop up to four concept plans that would fit into neighborhood streets. This Green Works project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a complete street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and to provide stormwater treatment prior to discharging it to local streams and other surface water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming.

<u>Adopt Advanced Stormwater Standards for the Aurora Project Between N 165th Street and N 205th Street</u>

A natural stormwater system toolkit has been created to use on the project that includes: stormwater planter boxes, tree box filters, bioretention swale medians, and porous sidewalk. Final design in 2008 will incorporate the toolkit into the project.

Update Stormwater Management Plan

Through a Request for Qualifications (RFQ) for consultant services, staff has selected a firm to assist with the update, and a preliminary scope of work has been developed. Public Works Staff has received a \$75,000 grant from the Department of Ecology to help fund this project that was approved by Council.

The Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter (February 16) of 2007. Surface Water and Environmental Service (SWES) staff have evaluated the requirements of the permit in relation to code revisions. SWES staff are currently conducting a programmatic needs assessment in relation to the permit requirements. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009. Over the next 14 months, staff will be proposing changes to the stormwater code and holding a public forum on the issues. Staff will bring recommendations to the City Council by the end of 2008.

<u>Implement Mayor's Climate Protection Agreement</u>

The primary effort behind this goal element is to inventory the City's global warming emissions between 1990 and 2007. Toward this effort, staff is researching how to accurately measure emission levels. City staff met with staff from the City of Seattle to learn about and assess their method of completing a climate protection inventory. City staff also joined the International

Council for Local Environmental Initiatives (ICLEI), the international leader for municipal implementation of climate protection, to obtain climate protection inventory software and training.

Shoreline staff has received an initial orientation to the software and expect to receive additional training in the 1st quarter of 2008 to help define the inventory data for collection. In addition, a series of water quality focus groups and an interactive polling session will be conducted in 2008 with the cities of Bellevue, Redmond and Kirkland.

Beyond the task of conducting these emissions inventories, the City is involved with numerous initiatives to implement this agreement, including capital projects such as the Interurban Trail, Aurora Corridor, and Priority Sidewalks, recycling events, the Environmental Mini-Grant Program, the recent purchase of two hybrid vehicles for the City's fleet, form-based code development, participation in King County's Commute Trip Reduction program, membership in a coalition of cities developing bio-diesel use for city fleets, and open space preservation and enhancement. Additionally, in support of the "No-Idle Zone" pilot program to reduce emissions from vehicle idling, City trucks with flashing light bars have been retrofitted with additional batteries.

City Council Goal 7: Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options

Develop Town Center Plan

The Council adopted Phase 1 of the Town Center Subarea Plan in October 2007. The Planning Department is initiating a Phase 2 - Town Center Subarea Plan to begin developing an urban design between N. 175th Street, N. 180th Street, Aurora Avenue N., and Midvale Avenue N. Meanwhile, the City will study transition area requirements between commercial and residential zoned property. A community involvement process is being designed as well as possible integration of housing and sustainability strategies. Phase 2 is projected to continue through 2008 with adoption of a subarea plan and code amendments.

Continue Construction of Priority Sidewalk Routes

- 2007 Construction is completed on both 25th Ave NE and Dayton Ave N. The Contractor only has clean-up and punchlist items remaining on both routes
- 2008 Staff is moving forward with design and community involvement for the 2008 priority routes. These include Fremont Avenue N (design and community involvement completed in 2007), Ashworth Avenue N from N 185th Street to N 192nd Street, and N 192nd Street from the Interurban Trail to Ashworth Avenue N.

Complete Neighborhood Traffic Action Plans and Continue Implementation Meet with Neighborhoods to Identify Priority Issues:

- The City has held community meetings with Meridian Park and Parkwood Neighborhoods to begin identifying neighborhood traffic issues.
- Meetings will be scheduled for Highland Terrace and Hillwood neighborhoods in the first quarter of 2008.

Form Neighborhood Advisory Committee, Develop plan recommendations:

- Actively working with Ballinger Neighborhood Advisory Committee to develop neighborhood plan recommendations.
- Form Neighborhood Advisory Committees for Meridian Park and Parkwood neighborhoods, and begin development of plan recommendations.

Present plan recommendations to broader community, brief City Council:

- City Council briefed in February 2007 on completed North City, Ridgecrest, and Briarcrest plans.
- Draft recommendations presented to Echo Lake Neighborhood in April 2007 and Westminster Neighborhood in November 2007.
- City anticipates presentation to City Council in early 2008 to provide NTAP program update and presentation of Westminster and Ballinger Neighborhood Plan recommendations.

Expand Local Transit Service

The City is working with King County Metro and the City of Seattle to pursue grant funding for Bus Rapid Transit (BRT) service and infrastructure on Aurora Avenue N. This grant application is through FTA and will request up to \$75 million for the entire Aurora Corridor (Aurora Village Transit Center to downtown Seattle). City staff participates in discussions with Metro regarding updates of short and long-range plans. City staff also participates in Community Transit discussions about BRT service on State Route 99 (Aurora Avenue). The City, in conjunction with the City of Seattle, has submitted a proposal for a Speed and Reliability Service Partnership to Metro. If approved, this partnership would result in an additional 5,000 service hours for transit service on routes that serve Shoreline and Seattle.

Develop City-Wide Trail Connectors

A subcommittee of the PRCS Board, the citizen-based Trails Corridor Study Group, was formed in the first quarter of 2007. The group has been meeting to identifying the best routes for walking and hiking in major parks, identifying Interurban Trail connectors, identifying other trails and suggested bike routes throughout Shoreline, and connections to other major trails like the Burke Gilman Trail in Lake Forest Park and Seattle. The group is developing their recommendations in the form of a report that will provide the Park Board with a prioritized list of local connectors to be designed and constructed as part of the bond funding.

The Study Group has divided their work into two parts: In-Park Trail Connectors and On-Street Trail Connectors. The Trails Corridor Study Group held a public meeting on October 22nd to solicit comments from the community about the In-Park trail connectors, and has focused their attention in 2007 on In-Park Connectors. The On-Street Connectors study work will occur in 2008 as part of a multi-departmental effort to develop a strategy for creating a more pedestrian friendly city. After the PRCS Board reviews the report, a prioritized list of projects will be developed for design and construction. The design of the In-Park and On-Street local connectors will begin in 2008 with construction in 2009.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

DSHS completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the Master Plan. Staff met with the DSHS project manager, Ed Valbert, and the AHBL project manager, Julia Walton, on September 11, 2007 to discuss the proposed phases of the State's master planning process.

The Council and Planning Commission met on September 24, 2007 to provide DSHS with input regarding the Highest and Best Use of the excess property in regards to community benefits. Two Open Houses (October 10th and November 8th) were hosted by DSHS to solicit public input on potential future land uses for the excess property. The open houses were well attended. DSHS has received a lot of public comments regarding the future uses of the property. All comments received prior to finalizing the report will be included in the submission to the Legislature.

DSHS envisions that the master planning process will be completed in two phases. The main purpose of Phase I is to define the potential uses of the excess property to be included in a report to the State Legislature in January 2008. The State Legislature will then be able to use this information to provide direction to DSHS in terms of what future uses should be included in the Master Plan Permit. Phase II will be the development of the Master Plan Permit per the direction given by the State Legislature in the 2008 Session. Phase II is expected to occur between March/April 2008 to March/April 2009.

Complete Draft Plan

Phase I of the Master Plan is under development by the State. DSHS has identified three draft options:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.

The Legislature could choose one of the three options, or could develop a preferred alternative using desired components from each or could direct DSHS to look at additional uses. Once the final options report is completed and presented to the Legislature, staff will review the report and brief Council on the options and findings via a Council briefing memo.

Review and Adopt Final Plan

Phase II of the Master Plan is the preparation and submittal of a Master Plan permit application to the City based on the Legislature's direction. The State would like to have a Master Plan permit approved by March/April 2009.

City Council Goal 9: Increase emergency preparedness training and education

Develop Public Outreach Campaign

Staff has delivered all three community-wide education programs for 2007 (February 8, April 16, and September 25, 2007.) and participated in two Safety Fairs in 2007, one in April and another in September. The *Ready Neighborhood* program has also been initiated, as the Emergency Management Coordinator and Neighborhood Coordinator met with several neighborhoods to help them implement the program. Additional training in this will be provided to Blockwatch Captains at their annual meeting in February 2008. The *Ready Business* program has also begun with presentations to the Chamber of Commerce and Rotary. Three *Ready Business* presentations were given in the months of April, May and June 2007. *Community Emergency Response Team (CERT)* classes graduated a class of CERT trained community members in April 2007, with a second class held in October 2007. Staff has recruited approximately 60 CERT graduates to volunteer in the *Ready Neighborhood* program, to provide public information dissemination, and help with shelter management and vulnerable population outreach before and after an emergency.

Provide Emergency Power for Spartan Recreation Center Shelter

This project is now complete, with the generator in place and testing accomplished. The generator was also utilized in the citywide Earthquake Training Exercise held May 30, 2007. In addition to this facility, the Emergence Management Coordinator has been negotiating for the allocation of grant funding to provide for the installation of a generator switch to be installed in the Shoreline-Lake Forest Park Senior Center. The grant award will take place in early 2008, and we have been notified that our facility is being highly considered as it was one of a very few facilities to pass the inspection process.

Conduct a Table Top and a Field Earthquake Preparedness Exercise

To practice and exercise information learned in federally mandated emergency management trainings and stated in the Emergency Operations Plan, staff participated in a table top exercise for a train derailment conducted jointly with the City of Edmonds and Snohomish County on September 5, 2007. The next exercise will be the regional "Sound Shake 2008", which will occur on March 5, 2008.

Provide Federally Mandated Emergency Management Training

To date, the city has trained all applicable staff in required National Incident Management System training: NIMS 700 and 800, and ICS 100 and 200, with classes for new staff being offered in January 2008. The city leadership staff who will work in the Emergency Operations Center when it is activated also attended an ICS 300 class on June 25 and 26, 2007. All other staff will complete this class by the end of 2008. Several staff members were also sent to Earthquake Response and Recovery classes in Emmitsburg, Maryland.

Implement Hazard Mitigation Plan Priority Projects

The 28 Hazard Mitigation Plan (HMP) strategies have been incorporated into the applicable City Department's work plans. To date, 79% of the strategies have been completed and/or moved into an on-going basis. Staff anticipates reaching 96% completion/on-going status by early 2008. The HMP was updated for the Emergency Management Council on November 2, 2007. The plan will expire in 2009 after being in place for 5 years, and will be updated to ensure

Shoreline remains eligible for reimbursement of FEMA funding after incurring damages in a federally declared disaster.

City Council Goal 10: Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

Increase Block Watches

The Shoreline Police Department, the City's neighborhood program, and the City's emergency preparedness program continued to be in contact in the fourth quarter of 2008. Approximately 56 Block Watch brochures were sent to citizens interested in participating in this program. Two new Block Watches were formed.

In addition to the Block Watch program, Shoreline Police provide a variety of other crime prevention and safety programs. In the fourth quarter, Police officers promoted crime prevention and safety at one community event. Police volunteers made 103 vacation house checks, 59 park checks, and sent 146 letters to crime victims. Police volunteers also made 143 phone calls in the Victim Call Back program and signed up an additional 14 businesses in Merchant Alert in North City, in addition to the 50 merchants signed up last quarter. Articles in *Currents* included Holiday Safety Tips, Anti Auto-Theft Tips and Memory Impaired Assistance Program introduction.

Shoreline Police continue to develop new programs in response to community needs. The Memory Impaired Assistance Program (MIAP) was kicked off in December to assist with returning residents who wander back to their homes.

Increase Participation in Adopt-a-Road program

In the fourth quarter of 2007, there were no additional sign ups to perform litter pick up.

Increase Publicity for Neighborhood Mini-Grants, Including Improvements and Safety On October 22 City Council approved three Neighborhood Mini-Grant projects focusing on neighborhood identity (neighborhood signs and banners) and community building (neighborhood carnival). Two of these projects will carry over to 2008.

Provide Increased Focus on Youth Participation

- This quarter, Shoreline Police worked with three elementary schools on safety patrol and traffic issues, met with high school representatives and community members on off-campus vandalism, smoking and litter issues.
- Three new potential Police Explorers were interviewed.
- Four Shoreline officers have been trained and certified to conduct child car seat safety checks; the officers are available to assist individuals and provided five car seat checks this quarter.



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A natural stormwater system toolkit has been created to use on the project that includes: stormwater planter boxes, tree box filters, bioretention swale medians, and porous sidewalk. Final design in 2008 will incorporate the toolkit into the project.

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Complete Draft Plan

Phase I of the Master Plan is under development by the State. DSHS has identified three draft options:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.

The Legislature could choose one of the three options, or could develop a preferred alternative using desired components from each or could direct DSHS to look at additional uses. Once the final options report is completed and presented to the Legislature, staff will review the report and brief Council on the options and findings via a Council briefing memo.

Review and Adopt Final Plan

Phase II of the Master Plan is the preparation and submittal of a Master Plan permit application to the City based on the Legislature's direction. The State would like to have a Master Plan permit approved by March/April 2009.

City Council Goal 9: Increase emergency preparedness training and education

Develop Public Outreach Campaign

Staff has delivered all three community-wide education programs for 2007 (February 8, April 16, and September 25, 2007.) and participated in two Safety Fairs in 2007, one in April and another in September. The *Ready Neighborhood* program has also been initiated, as the Emergency Management Coordinator and Neighborhood Coordinator met with several neighborhoods to help them implement the program. Additional training in this will be provided to Blockwatch Captains at their annual meeting in February 2008. The *Ready Business* program has also begun with presentations to the Chamber of Commerce and Rotary. Three *Ready Business* presentations were given in the months of April, May and June 2007. *Community Emergency Response Team (CERT)* classes graduated a class of CERT trained community members in April 2007, with a second class held in October 2007. Staff has recruited approximately 60 CERT graduates to volunteer in the *Ready Neighborhood* program, to provide public information dissemination, and help with shelter management and vulnerable population outreach before and after an emergency.

Provide Emergency Power for Spartan Recreation Center Shelter

This project is now complete, with the generator in place and testing accomplished. The generator was also utilized in the citywide Earthquake Training Exercise held May 30, 2007. In addition to this facility, the Emergence Management Coordinator has been negotiating for the allocation of grant funding to provide for the installation of a generator switch to be installed in the Shoreline-Lake Forest Park Senior Center. The grant award will take place in early 2008, and we have been notified that our facility is being highly considered as it was one of a very few facilities to pass the inspection process.

Conduct a Table Top and a Field Earthquake Preparedness Exercise

To practice and exercise information learned in federally mandated emergency management trainings and stated in the Emergency Operations Plan, staff participated in a table top exercise for a train derailment conducted jointly with the City of Edmonds and Snohomish County on September 5, 2007. The next exercise will be the regional "Sound Shake 2008", which will occur on March 5, 2008.

Provide Federally Mandated Emergency Management Training

To date, the city has trained all applicable staff in required National Incident Management System training: NIMS 700 and 800, and ICS 100 and 200, with classes for new staff being offered in January 2008. The city leadership staff who will work in the Emergency Operations Center when it is activated also attended an ICS 300 class on June 25 and 26, 2007. All other staff will complete this class by the end of 2008. Several staff members were also sent to Earthquake Response and Recovery classes in Emmitsburg, Maryland.

Implement Hazard Mitigation Plan Priority Projects

The 28 Hazard Mitigation Plan (HMP) strategies have been incorporated into the applicable City Department's work plans. To date, 79% of the strategies have been completed and/or moved into an on-going basis. Staff anticipates reaching 96% completion/on-going status by early 2008. The HMP was updated for the Emergency Management Council on November 2, 2007. The plan will expire in 2009 after being in place for 5 years, and will be updated to ensure

Shoreline remains eligible for reimbursement of FEMA funding after incurring damages in a federally declared disaster.

City Council Goal 10: Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

Increase Block Watches

The Shoreline Police Department, the City's neighborhood program, and the City's emergency preparedness program continued to be in contact in the fourth quarter of 2008. Approximately 56 Block Watch brochures were sent to citizens interested in participating in this program. Two new Block Watches were formed.

In addition to the Block Watch program, Shoreline Police provide a variety of other crime prevention and safety programs. In the fourth quarter, Police officers promoted crime prevention and safety at one community event. Police volunteers made 103 vacation house checks, 59 park checks, and sent 146 letters to crime victims. Police volunteers also made 143 phone calls in the Victim Call Back program and signed up an additional 14 businesses in Merchant Alert in North City, in addition to the 50 merchants signed up last quarter. Articles in *Currents* included Holiday Safety Tips, Anti Auto-Theft Tips and Memory Impaired Assistance Program introduction.

Shoreline Police continue to develop new programs in response to community needs. The Memory Impaired Assistance Program (MIAP) was kicked off in December to assist with returning residents who wander back to their homes.

Increase Participation in Adopt-a-Road program

In the fourth quarter of 2007, there were no additional sign ups to perform litter pick up.

Increase Publicity for Neighborhood Mini-Grants, Including Improvements and Safety On October 22 City Council approved three Neighborhood Mini-Grant projects focusing on neighborhood identity (neighborhood signs and banners) and community building (neighborhood carnival). Two of these projects will carry over to 2008.

Provide Increased Focus on Youth Participation

- This quarter, Shoreline Police worked with three elementary schools on safety patrol and traffic issues, met with high school representatives and community members on off-campus vandalism, smoking and litter issues.
- Three new potential Police Explorers were interviewed.
- Four Shoreline officers have been trained and certified to conduct child car seat safety checks; the officers are available to assist individuals and provided five car seat checks this quarter.



Memorandum

DATE: January 17, 2008

TO: Mayor and Council

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 4th Quarter 2007

What follows is the fourth quarter 2007 update to the City Council work plan for 2007-2008.

City Council Goal 1: Complete the projects approved in the 2006 Parks Bond

Acquire Bond Issue Properties

- Southwoods: Closed on property in March 2007; dedication held in September 2007; design of the pedestrian walkway along NE 150th Street is underway; the sidewalk project will receive permits in early 2008 and be bid in March 2008.
- Hamlin/SPU property: Closed on property in November 2007.
- Kruckeberg Garden: City Council approved agreements in November 2007 and will close on property in January 2008.

Conduct Planning Efforts

- Citywide Field Improvements: Planning has begun on the first priority project, Richmond Highlands; City Staff will be meeting with user groups in January and February 2008 to discuss priorities at other fields in Shoreline.
- Off-Leash Dog Area Study Group: The Study group has been meeting since July to review existing off-leash facilities in the region, finalize criteria for selection and recommend sites to the PRCS Board in the 3rd quarter of 2008.
- Trail Corridor Study Group: The Trail Corridor Study Group continues to meet to review
 and identify trail improvements throughout the City including trail connectors in both
 parks and on surface streets.

Develop Park Plans/Designs

• Twin Ponds Synthetic Turf Field: Design and permitting are complete; the project is scheduled to bid on January 7, 2008; bid award approval is scheduled for the February 11, 2008 Council meeting.

- Richmond Beach Saltwater Park Phase I: 60% construction documents are complete; 90% will be complete in February 2008; bid is anticipated to be in March/April 2008 with construction starting in June/July.
- Cromwell Park: The Master Plan approval and consultant contract amendment to continue design for construction drawings is scheduled for Council action on February 11, 2008.
- Hamlin Park: The first public meeting for Hamlin Park improvements was December 6, 2007; two more community meetings are scheduled for February 20 and March 24, 2008.
- Kruckeberg Garden: The selection process for a design consultant to assist the City with a Master Plan for the site will begin in the 1st quarter of 2008.
- Trail Corridors: The selection process for a design consultant to assist the City with On-Street Trail Connectors will begin in the 1st quarter of 2008.

Construct Prioritized Improvements

- Twin Ponds Synthetic Turf Field: It is anticipated that construction will begin in the spring of 2008 reopening in September 2008.
- Shoreline Center Tennis Court Lights: Construction began on October 15, 2007 and is estimated to be complete in February 2008.
- Trail Corridors: In July 2007, a new pedestrian crossing at the south Interurban Trailhead and N. 145th Street was completed by the City of Seattle with \$20,000 of funding from the Parks Bond.

City Council Goal 2: Implement the Economic Development Strategic Plan

Implement Small Business Assistance Plan

Community Capital Development has been making new business contacts through door-to-door visits and engaged more actively in networking events at the Chamber of Commerce and other locations. One new loan application has been received. The monthly schedule of training classes for 2008 has been finalized. ECOSS is working with businesses by delivering chemical spill response kits, spill plans and watershed maps while simultaneously conducting on-site stormwater education. They are also auditing businesses to determine eligibility for free low-flow toilets and other water saving devices.

Work to Redevelop Aurora Square/Westminster

In this past quarter, exploratory conversations have continued with the State of Washington Department of Transportation, King County, and the manager of the Joshua Green properties.

Facilitate Planning for N 175th Street/Aurora Avenue N Properties

For the South Wedges properties, we are still talking with property owners to anticipate the impacts of future Aurora Avenue construction work and to facilitate discussions among them. This has entered a formal stage of the Aurora Corridor Phase II project.

Develop Ridgecrest Neighborhood Plan

The Planning Commission has reviewed a proposal for zoning changes in Ridgecrest, which are scheduled to be presented to the City Council in January of 2008. Council will also be asked to consider expansion of Property Tax Exemption program in this area.

City Council Goal 3: Implement an affordable civic center/city hall project

Adopt Delivery Method, Public Process, and Schedule

The City Council has adopted a design/build lease-to-own construction delivery method for the Civic Center/City Hall facility. A programmed design/build schedule has been created that includes a Council, public, and employee process during the RFQ /RFP schedule.

Select Development Team and Negotiate Agreement

The Civic Center/City Hall project team has completed the RFQ/RFP process, and a successful development firm, Opus NW/LMN Architects, was selected in June 2007. The City completed the pre-development agreement process with Opus NW and LMN Architects in July 2007.

Finalize Design and Development Agreement

The Civic Center/City Hall Project team and Opus NW completed design development documents to 30% of design and presented to the City Council a completed Guaranteed Maximum Price (GMP) of 28 million dollars. Council has authorized the City Manager to enter into a construction development agreement with a Not to Exceed total project cost of 30.55 million dollars. Next steps include completing the final Space Plan analysis and taking the current design documents to 60%, 90% and final design documents. Plans submittals are expected to begin in January 2008 for permitting and construction of the new Civic Center/City Hall facility is expected to begin on schedule.

City Council Goal 4: Complete the Aurora improvements from 165th to 205th Streets including, but not limited to, sidewalks, drainage and transit

Finalize Preliminary Design and Environmental Review

On July 23, 2007, Council adopted the project's Preferred Alternative and the Implementation Strategies for the Aurora improvements from N 165th to N 205th Street. The National Environmental Policy Act (NEPA) environmental documentation (discipline reports) was submitted to the State and Federal Highway Administration (FHWA) for their review. FHWA approved the NEPA documentation on December 28, 2007. The State Environmental Policy Act (SEPA) process was completed in December 2007. The comment period ended December 12, 2007 and two timely comment letters were received. The City's SEPA Official issued a SEPA Mitigated Determination of Non-Significance (MDNS) for the project.

Complete Final Design

Staff has chosen HDR to be the consultant that will finish preliminary engineering (to 30% design), and a contract has been executed with HDR to complete preliminary design (N 165th to N 205th Streets) and then complete final design for N 165th to N 185th Streets. The bulk of the field survey is complete and HDR is working on the right of way acquisition plan and the channelization plan. Both documents will be submitted to the Washington State Department of Transportation for their approval.

Initiate Right-of-Way Acquisition

The project's right-of-way consultant, Universal Field Services, was approved by Council on September 10, 2007, and they have been working on acquisition policies and procedures. They have also started discussions with property owners and have completed the required project relocation plan.

City Council Goal 5: Develop a comprehensive housing strategy

Finalize Alternative Strategies/Complete Draft Plan

During the fourth quarter of 2007, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) met bi-weekly in September and October, then once in November. In October, the CAC shared its draft findings, conclusions and strategies with the public in a well-attended open house on October 9, 2007. The Committee subsequently reviewed its recommendations at its October 23rd meeting, and then offered staff direction for report development. The CAC reviewed the draft report at its November meeting and provided additional direction to staff to revise the draft. At their January 2, 2008 meeting, the CAC will meet again and is scheduled to adopt the final report for transmission to the Council.

Review and Adopt Final Strategies

The City Council will review the Committee's final report at their February 19, 2008 Council meeting.

City Council Goal 6: Create an "environmentally sustainable community"

Develop an Environmental Sustainability Strategy

The City of Shoreline Environmental Sustainability Strategy is close to completion. Key accomplishments during the fourth quarter include:

- Two Community Conversations were hosted for public input on October 11th and November 14th. Draft goals, indicators to track progress, recommended actions and decision making tools were presented and discussed with approximately 30 community members. The comments gathered at these meetings will be incorporated into the Proposed Environmental Sustainability Strategy scheduled for Council and public review in mid-March.
- The following is a summary of work this quarter and documents created by AHBL and reviewed by staff:
 - 1) *Community Conversations:* Presentation materials for the community conversations were provided to Council following the public meetings and are available on the City's Goal 6 webpage together with a summary of public input received.
 - 2) Sustainability Program Elements and Profiles Memo submitted in November '07, this document includes a draft mission statement to establish the purview of responsibilities the City would commit to undertake as well as ten "Guiding Principles with High-level Goals".
 - 3) Sustainability Measurement and Tracking Memo submitted in November '07, this memo details specific objectives that the city could use to track progress in the four prioritized categories of energy, waste management, sustainable development, and ecosystem conservation and management, as well as identifying indicators, assessment systems and performance targets.
- Next steps City staff and the consultant team will present the key elements of the proposed environmental sustainability strategy to City Council in January to check in with Council on the shape and direction identified for the strategy. Following this presentation the Council's comments, Community Conversation input and work to date will be integrated into a cohesive Environmental Sustainability Strategy for review and adoption by May 2008.

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Memorandum

DATE: January 17, 2008

TO: Mayor and Council

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 4th Quarter 2007

What follows is the fourth quarter 2007 update to the City Council work plan for 2007-2008.

City Council Goal 1: Complete the projects approved in the 2006 Parks Bond

Acquire Bond Issue Properties

- Southwoods: Closed on property in March 2007; dedication held in September 2007; design of the pedestrian walkway along NE 150th Street is underway; the sidewalk project will receive permits in early 2008 and be bid in March 2008.
- Hamlin/SPU property: Closed on property in November 2007.
- Kruckeberg Garden: City Council approved agreements in November 2007 and will close on property in January 2008.

Conduct Planning Efforts

- Citywide Field Improvements: Planning has begun on the first priority project, Richmond Highlands; City Staff will be meeting with user groups in January and February 2008 to discuss priorities at other fields in Shoreline.
- Off-Leash Dog Area Study Group: The Study group has been meeting since July to review existing off-leash facilities in the region, finalize criteria for selection and recommend sites to the PRCS Board in the 3rd quarter of 2008.
- Trail Corridor Study Group: The Trail Corridor Study Group continues to meet to review
 and identify trail improvements throughout the City including trail connectors in both
 parks and on surface streets.

Develop Park Plans/Designs

• Twin Ponds Synthetic Turf Field: Design and permitting are complete; the project is scheduled to bid on January 7, 2008; bid award approval is scheduled for the February 11, 2008 Council meeting.

- Richmond Beach Saltwater Park Phase I: 60% construction documents are complete; 90% will be complete in February 2008; bid is anticipated to be in March/April 2008 with construction starting in June/July.
- Cromwell Park: The Master Plan approval and consultant contract amendment to continue design for construction drawings is scheduled for Council action on February 11, 2008.
- Hamlin Park: The first public meeting for Hamlin Park improvements was December 6, 2007; two more community meetings are scheduled for February 20 and March 24, 2008.
- Kruckeberg Garden: The selection process for a design consultant to assist the City with a Master Plan for the site will begin in the 1st quarter of 2008.
- Trail Corridors: The selection process for a design consultant to assist the City with On-Street Trail Connectors will begin in the 1st quarter of 2008.

Construct Prioritized Improvements

- Twin Ponds Synthetic Turf Field: It is anticipated that construction will begin in the spring of 2008 reopening in September 2008.
- Shoreline Center Tennis Court Lights: Construction began on October 15, 2007 and is estimated to be complete in February 2008.
- Trail Corridors: In July 2007, a new pedestrian crossing at the south Interurban Trailhead and N. 145th Street was completed by the City of Seattle with \$20,000 of funding from the Parks Bond.

City Council Goal 2: Implement the Economic Development Strategic Plan

Implement Small Business Assistance Plan

Community Capital Development has been making new business contacts through door-to-door visits and engaged more actively in networking events at the Chamber of Commerce and other locations. One new loan application has been received. The monthly schedule of training classes for 2008 has been finalized. ECOSS is working with businesses by delivering chemical spill response kits, spill plans and watershed maps while simultaneously conducting on-site stormwater education. They are also auditing businesses to determine eligibility for free low-flow toilets and other water saving devices.

Work to Redevelop Aurora Square/Westminster

In this past quarter, exploratory conversations have continued with the State of Washington Department of Transportation, King County, and the manager of the Joshua Green properties.

Facilitate Planning for N 175th Street/Aurora Avenue N Properties

For the South Wedges properties, we are still talking with property owners to anticipate the impacts of future Aurora Avenue construction work and to facilitate discussions among them. This has entered a formal stage of the Aurora Corridor Phase II project.

Develop Ridgecrest Neighborhood Plan

The Planning Commission has reviewed a proposal for zoning changes in Ridgecrest, which are scheduled to be presented to the City Council in January of 2008. Council will also be asked to consider expansion of Property Tax Exemption program in this area.

City Council Goal 3: Implement an affordable civic center/city hall project

Adopt Delivery Method, Public Process, and Schedule

The City Council has adopted a design/build lease-to-own construction delivery method for the Civic Center/City Hall facility. A programmed design/build schedule has been created that includes a Council, public, and employee process during the RFQ /RFP schedule.

Select Development Team and Negotiate Agreement

The Civic Center/City Hall project team has completed the RFQ/RFP process, and a successful development firm, Opus NW/LMN Architects, was selected in June 2007. The City completed the pre-development agreement process with Opus NW and LMN Architects in July 2007.

Finalize Design and Development Agreement

The Civic Center/City Hall Project team and Opus NW completed design development documents to 30% of design and presented to the City Council a completed Guaranteed Maximum Price (GMP) of 28 million dollars. Council has authorized the City Manager to enter into a construction development agreement with a Not to Exceed total project cost of 30.55 million dollars. Next steps include completing the final Space Plan analysis and taking the current design documents to 60%, 90% and final design documents. Plans submittals are expected to begin in January 2008 for permitting and construction of the new Civic Center/City Hall facility is expected to begin on schedule.

City Council Goal 4: Complete the Aurora improvements from 165th to 205th Streets including, but not limited to, sidewalks, drainage and transit

Finalize Preliminary Design and Environmental Review

On July 23, 2007, Council adopted the project's Preferred Alternative and the Implementation Strategies for the Aurora improvements from N 165th to N 205th Street. The National Environmental Policy Act (NEPA) environmental documentation (discipline reports) was submitted to the State and Federal Highway Administration (FHWA) for their review. FHWA approved the NEPA documentation on December 28, 2007. The State Environmental Policy Act (SEPA) process was completed in December 2007. The comment period ended December 12, 2007 and two timely comment letters were received. The City's SEPA Official issued a SEPA Mitigated Determination of Non-Significance (MDNS) for the project.

Complete Final Design

Staff has chosen HDR to be the consultant that will finish preliminary engineering (to 30% design), and a contract has been executed with HDR to complete preliminary design (N 165th to N 205th Streets) and then complete final design for N 165th to N 185th Streets. The bulk of the field survey is complete and HDR is working on the right of way acquisition plan and the channelization plan. Both documents will be submitted to the Washington State Department of Transportation for their approval.

Initiate Right-of-Way Acquisition

The project's right-of-way consultant, Universal Field Services, was approved by Council on September 10, 2007, and they have been working on acquisition policies and procedures. They have also started discussions with property owners and have completed the required project relocation plan.

City Council Goal 5: Develop a comprehensive housing strategy

Finalize Alternative Strategies/Complete Draft Plan

During the fourth quarter of 2007, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) met bi-weekly in September and October, then once in November. In October, the CAC shared its draft findings, conclusions and strategies with the public in a well-attended open house on October 9, 2007. The Committee subsequently reviewed its recommendations at its October 23rd meeting, and then offered staff direction for report development. The CAC reviewed the draft report at its November meeting and provided additional direction to staff to revise the draft. At their January 2, 2008 meeting, the CAC will meet again and is scheduled to adopt the final report for transmission to the Council.

Review and Adopt Final Strategies

The City Council will review the Committee's final report at their February 19, 2008 Council meeting.

City Council Goal 6: Create an "environmentally sustainable community"

Develop an Environmental Sustainability Strategy

The City of Shoreline Environmental Sustainability Strategy is close to completion. Key accomplishments during the fourth quarter include:

- Two Community Conversations were hosted for public input on October 11th and November 14th. Draft goals, indicators to track progress, recommended actions and decision making tools were presented and discussed with approximately 30 community members. The comments gathered at these meetings will be incorporated into the Proposed Environmental Sustainability Strategy scheduled for Council and public review in mid-March.
- The following is a summary of work this quarter and documents created by AHBL and reviewed by staff:
 - 1) *Community Conversations:* Presentation materials for the community conversations were provided to Council following the public meetings and are available on the City's Goal 6 webpage together with a summary of public input received.
 - 2) Sustainability Program Elements and Profiles Memo submitted in November '07, this document includes a draft mission statement to establish the purview of responsibilities the City would commit to undertake as well as ten "Guiding Principles with High-level Goals".
 - 3) Sustainability Measurement and Tracking Memo submitted in November '07, this memo details specific objectives that the city could use to track progress in the four prioritized categories of energy, waste management, sustainable development, and ecosystem conservation and management, as well as identifying indicators, assessment systems and performance targets.
- Next steps City staff and the consultant team will present the key elements of the proposed environmental sustainability strategy to City Council in January to check in with Council on the shape and direction identified for the strategy. Following this presentation the Council's comments, Community Conversation input and work to date will be integrated into a cohesive Environmental Sustainability Strategy for review and adoption by May 2008.

Complete Urban Forestry Assessment

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Since the contract was signed in late 2006, SUN has collected data in the field and from existing GIS maps to produce a GIS layer that delineates existing habitat types throughout each of the four parks. Over the summer 2007, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN analyzed the data and incorporated that data into a report that documents their findings, including management recommendations developed for each of the four areas surveyed. SUN will present their findings in a final council presentation in February/March 2008.

Develop Options for a Green Street Demonstration Project

The Public Works Department is in the planning stage for a project in 2008. A consultant has been hired to develop up to four concept plans that would fit into neighborhood streets. This Green Works project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a complete street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and to provide stormwater treatment prior to discharging it to local streams and other surface water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming.

<u>Adopt Advanced Stormwater Standards for the Aurora Project Between N 165th Street and N 205th Street</u>

A natural stormwater system toolkit has been created to use on the project that includes: stormwater planter boxes, tree box filters, bioretention swale medians, and porous sidewalk. Final design in 2008 will incorporate the toolkit into the project.

Update Stormwater Management Plan

Through a Request for Qualifications (RFQ) for consultant services, staff has selected a firm to assist with the update, and a preliminary scope of work has been developed. Public Works Staff has received a \$75,000 grant from the Department of Ecology to help fund this project that was approved by Council.

The Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter (February 16) of 2007. Surface Water and Environmental Service (SWES) staff have evaluated the requirements of the permit in relation to code revisions. SWES staff are currently conducting a programmatic needs assessment in relation to the permit requirements. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009. Over the next 14 months, staff will be proposing changes to the stormwater code and holding a public forum on the issues. Staff will bring recommendations to the City Council by the end of 2008.

<u>Implement Mayor's Climate Protection Agreement</u>

The primary effort behind this goal element is to inventory the City's global warming emissions between 1990 and 2007. Toward this effort, staff is researching how to accurately measure emission levels. City staff met with staff from the City of Seattle to learn about and assess their method of completing a climate protection inventory. City staff also joined the International

Council for Local Environmental Initiatives (ICLEI), the international leader for municipal implementation of climate protection, to obtain climate protection inventory software and training.

Shoreline staff has received an initial orientation to the software and expect to receive additional training in the 1st quarter of 2008 to help define the inventory data for collection. In addition, a series of water quality focus groups and an interactive polling session will be conducted in 2008 with the cities of Bellevue, Redmond and Kirkland.

Beyond the task of conducting these emissions inventories, the City is involved with numerous initiatives to implement this agreement, including capital projects such as the Interurban Trail, Aurora Corridor, and Priority Sidewalks, recycling events, the Environmental Mini-Grant Program, the recent purchase of two hybrid vehicles for the City's fleet, form-based code development, participation in King County's Commute Trip Reduction program, membership in a coalition of cities developing bio-diesel use for city fleets, and open space preservation and enhancement. Additionally, in support of the "No-Idle Zone" pilot program to reduce emissions from vehicle idling, City trucks with flashing light bars have been retrofitted with additional batteries.

City Council Goal 7: Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options

Develop Town Center Plan

The Council adopted Phase 1 of the Town Center Subarea Plan in October 2007. The Planning Department is initiating a Phase 2 - Town Center Subarea Plan to begin developing an urban design between N. 175th Street, N. 180th Street, Aurora Avenue N., and Midvale Avenue N. Meanwhile, the City will study transition area requirements between commercial and residential zoned property. A community involvement process is being designed as well as possible integration of housing and sustainability strategies. Phase 2 is projected to continue through 2008 with adoption of a subarea plan and code amendments.

Continue Construction of Priority Sidewalk Routes

- 2007 Construction is completed on both 25th Ave NE and Dayton Ave N. The Contractor only has clean-up and punchlist items remaining on both routes
- 2008 Staff is moving forward with design and community involvement for the 2008 priority routes. These include Fremont Avenue N (design and community involvement completed in 2007), Ashworth Avenue N from N 185th Street to N 192nd Street, and N 192nd Street from the Interurban Trail to Ashworth Avenue N.

Complete Neighborhood Traffic Action Plans and Continue Implementation Meet with Neighborhoods to Identify Priority Issues:

- The City has held community meetings with Meridian Park and Parkwood Neighborhoods to begin identifying neighborhood traffic issues.
- Meetings will be scheduled for Highland Terrace and Hillwood neighborhoods in the first quarter of 2008.

Form Neighborhood Advisory Committee, Develop plan recommendations:

- Actively working with Ballinger Neighborhood Advisory Committee to develop neighborhood plan recommendations.
- Form Neighborhood Advisory Committees for Meridian Park and Parkwood neighborhoods, and begin development of plan recommendations.

Present plan recommendations to broader community, brief City Council:

- City Council briefed in February 2007 on completed North City, Ridgecrest, and Briarcrest plans.
- Draft recommendations presented to Echo Lake Neighborhood in April 2007 and Westminster Neighborhood in November 2007.
- City anticipates presentation to City Council in early 2008 to provide NTAP program update and presentation of Westminster and Ballinger Neighborhood Plan recommendations.

Expand Local Transit Service

The City is working with King County Metro and the City of Seattle to pursue grant funding for Bus Rapid Transit (BRT) service and infrastructure on Aurora Avenue N. This grant application is through FTA and will request up to \$75 million for the entire Aurora Corridor (Aurora Village Transit Center to downtown Seattle). City staff participates in discussions with Metro regarding updates of short and long-range plans. City staff also participates in Community Transit discussions about BRT service on State Route 99 (Aurora Avenue). The City, in conjunction with the City of Seattle, has submitted a proposal for a Speed and Reliability Service Partnership to Metro. If approved, this partnership would result in an additional 5,000 service hours for transit service on routes that serve Shoreline and Seattle.

Develop City-Wide Trail Connectors

A subcommittee of the PRCS Board, the citizen-based Trails Corridor Study Group, was formed in the first quarter of 2007. The group has been meeting to identifying the best routes for walking and hiking in major parks, identifying Interurban Trail connectors, identifying other trails and suggested bike routes throughout Shoreline, and connections to other major trails like the Burke Gilman Trail in Lake Forest Park and Seattle. The group is developing their recommendations in the form of a report that will provide the Park Board with a prioritized list of local connectors to be designed and constructed as part of the bond funding.

The Study Group has divided their work into two parts: In-Park Trail Connectors and On-Street Trail Connectors. The Trails Corridor Study Group held a public meeting on October 22nd to solicit comments from the community about the In-Park trail connectors, and has focused their attention in 2007 on In-Park Connectors. The On-Street Connectors study work will occur in 2008 as part of a multi-departmental effort to develop a strategy for creating a more pedestrian friendly city. After the PRCS Board reviews the report, a prioritized list of projects will be developed for design and construction. The design of the In-Park and On-Street local connectors will begin in 2008 with construction in 2009.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

DSHS completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the Master Plan. Staff met with the DSHS project manager, Ed Valbert, and the AHBL project manager, Julia Walton, on September 11, 2007 to discuss the proposed phases of the State's master planning process.

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